

APPENDIX T

EXAMPLE SELECTION BOARD REPORT

The following example selection board report corresponds to the project described in the synopsis in Appendix O and the preselection board report in Appendix S. Only representative excerpts of the report are shown as indicated. The cover and each page of the report containing source selection information will be labeled "SOURCE SELECTION INFORMATION - SEE FAR 3.104." (All pages labeled as such in this pamphlet are for illustrative purposes only and are not actual source selection information.) The report would be organized as follows:

- FOR OFFICIAL USE ONLY Cover Sheet (DA Label 87)
- Cover memorandum (example enclosed).
- Enclosure 1: Approved preselection board report with its enclosures.
- Enclosure 2: Rationale for elimination of highly qualified firms (example enclosed).
- Enclosure 3: Interview questions (example enclosed). Common questions asked all firms and specific questions asked individual firms. Any information obtained from the interviews that influenced the board's decision will be discussed in the rationale for ranking the most highly qualified firms.
- Enclosure 4: Rationale for ranking the most highly qualified firms (example enclosed).
- Enclosure 5: SFs 254 and 255 of the most highly qualified firms.

MEMORANDUM THRU CHIEF, ENGINEERING DIVISION

FOR DISTRICT ENGINEER

SUBJECT: Report of the Architect-Engineer Selection Board - Design of Consolidated Tactical Equipment Maintenance Shop, Fort Bliss, TX, Project No. 04145

1. References:

- a. FAR 36.602 and supplements thereto.
 - b. EP 715-1-7, Architect-Engineer Contracting, and local supplements thereto.
 - c. Memorandum, CESWF-ED-MS, 28 July 2002, subject: Report of the Architect-Engineer Preselection Board - Design of Consolidated Tactical Equipment Maintenance Shop, Fort Bliss, TX, Project No. 04145 (enclosure 1).
2. Board Information. The selection board met on 3 August 2002 in the Ft. Worth District. The board was conducted in accordance with references 1.a and 1.b. The using agency was invited to participate and accepted. The names and positions of all board members are shown on page 2.
3. Evaluation of Most Highly Qualified Firms. The board evaluated the nine highly qualified firms in the referenced preselection report using the announced primary selection criteria (enclosure 1 to reference 1.c.). The board determined that the three firms listed in paragraph 5 have the highest qualifications for the required services and are the most highly qualified firms. The other firms were eliminated from further consideration as explained in enclosure 2.
4. Interviews. Telephone interviews were conducted with each of the most highly qualified firms to confirm and clarify information submitted in response to the synopsis, and to discuss each firm's approach for the project and their capabilities. Firms were asked the questions listed in enclosure 3.

SOURCE SELECTION INFORMATION - SEE FAR 3.104.

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5. Recommended Firms. After the interviews, the board ranked the most highly qualified firms as discussed in enclosure 4. Since there were no technically equal firms, the secondary selection criteria were not applied. The selection board recommends that the following firms, in order of preference, be approved for negotiations. The SFs 254 and 255 for these firms are at enclosure 5.

- a. Jones Architects, Inc., Houston, TX.
- b. Richards and Roberts, P.C., San Antonio, TX.
- c. Building Design Associates, Inc., Atlanta, GA.

Name
Grade/Position/Title
Office/Organization
Member

Name
Grade/Position/Title
Office/Organization
Member

Name
Grade/Position/Title
Office/Organization
Member

Name
Grade/Position/Title
Office/Organization
Chairperson

5 Encls

The recommendations of the selection board are approved.

Name
District Engineer

Date

EP 715-1-7
31 Jul 02

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SUBJECT: Report of the Architect-Engineer Selection Board - Design of Consolidated Tactical Equipment Maintenance Shop, Fort Bliss, TX, Project No. 04145

RATIONALE FOR ELIMINATION OF HIGHLY QUALIFIED FIRMS

Smith and Wesson, Inc., Dallas, TX. This firm has designed three maintenance facilities similar to this project in the last five years, whereas the most highly qualified firms have designed five or more similar facilities. Pipes and Fanz, the mechanical consultant, has done 24 fire protection projects for \$326,000 in gross fees in the last five years (profile code 036, SF 254, block 10), compared to the fire protection consultants proposed by all of the most highly qualified firms which have each done at least 50 projects for over \$1,500,000 in fees in the last five years. Smith and Wesson has considerably less experience in sustainable design than the most highly qualified firms. The proposed lead architect has designed only one equipment shop compared to three or more for the lead architects proposed by the most highly qualified firms. The experience of the mechanical engineer is mostly in administrative buildings, not heavy equipment maintenance shops as demonstrated by the mechanical engineers proposed by most highly qualified firms. Finally, this firm has little experience in designing in hot, arid climates.

Other firms would be discussed similarly.

SOURCE SELECTION INFORMATION - SEE FAR 3.104

Encl 2

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INTERVIEW QUESTIONS

All Firms:

1. Have there been any significant changes in your qualifications since you submitted your SFs 254 and 255 for this project?
2. List your Department of Defense A-E contract awards in the last 12 months.
3. Discuss three important lessons learned from designing the relevant projects in block 8 of your SF 255 that would be applicable to this project.
4. Discuss your quality control procedures to ensure the proper coordination of disciplines.
5. How will your firm manage the project to ensure the concept design is finished by June 2003?
6. Describe your firm's approach for involving the actual facility users in the design process.

Jones Architects, Inc.: Will your cost estimator prepare the cost estimate independent of the individual designers, or will the designers prepare their appropriate parts of the estimate and the cost estimator compile the overall estimate?

Building Design Associates, Inc.: Although your firm and your mechanical consultant have each designed many equipment maintenance shops, you have only designed one shop together as a team, and that was three years ago. How will you overcome this lack of familiarity with each other's work methods?

SOURCE SELECTION INFORMATION - SEE FAR 3.104.

Encl 3

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RATIONALE FOR RANKING OF MOST HIGHLY QUALIFIED FIRMS

1. Jones Architects, Houston, TX. This firm was ranked first for the following reasons:

a. Specialized Experience and Technical Competence. This firm has designed nine heavy equipment maintenance shops in the last five years (including four Army), more than any other responding firm. Their fire protection consultant has designed 110 projects in the last five years, earning \$5,500,000 in fees, the most fire protection experience of any responding firm. The firm and its consultants have strong experience in sustainable design, especially energy conservation, use of recovered materials, and use of the SpiRiT and LEED methodologies. The firm presented a very thorough design quality management plan, including effective procedures for coordinating disciplines and consultants. During the interview the firm discussed several important lessons they learned from designing other maintenance shops that will be beneficial to this project, such as a new type of non-slip flooring for shop areas.

b. Professional Qualifications. All of the lead professional personnel are registered and have extensive experience in this type of project. In particular, the lead architect has 21 years experience, including 11 years with Jones Architects, and has designed eight maintenance facilities in the last five years. Also, the fire protection engineering will be performed by a registered fire protection engineer who has 33 years experience, and has designed the fire protection systems for all of the nine maintenance facilities designed by Jones Architects in the last five years.

c. Past Performance. Jones Architects has a very good performance record on DoD contracts based on a review of the evaluations in ACASS: two excellent, four above average, and one average. Both of the excellent ratings were for Army equipment maintenance facilities.

d. Capacity. All of the nine maintenance shops designed by Jones Architects in the last five years have been very similar in size to this project. There have adequate depth in all disciplines. Their current workload is moderate.

e. Knowledge of Locality. The firm and its consultants have designed several buildings in hot, arid climates similar to Ft. Bliss.

SOURCE SELECTION INFORMATION - SEE FAR 3.104.

Encl 4

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2. Richards and Roberts, P.C., San Antonio, TX. This firm was ranked second for the following reasons:

a. Specialized Experience and Technical Competence. This firm has designed seven heavy equipment maintenance facilities in the last five years, slightly less relevant experience than the top ranked firm. Also, the mechanical/electrical consultant has been in business only three years, and has somewhat less fire protection design experience than the consultant proposed by the top ranked firm. They presented a very effective design quality management plan.

b. Professional Qualifications. All of the lead professional personnel are registered and have considerable experience in this type of project, though typically less than the top ranked firm. Specifically, the lead architect has 15 years total experience, including five with Richards and Roberts, and has designed five maintenance shops. Also, the mechanical and electrical engineers have only done two maintenance facilities, compared to seven facilities designed by the mechanical/engineer consultants of the top ranked firm.

c. Past Performance. This firm has a satisfactory performance record on DoD contracts, though not as strong as the top ranked firm. The firm has four evaluations in ACASS: one above average and three average.

d. Capacity. This firm's capacity to perform the project is comparable to the top ranked firm.

e. Knowledge of Locality. The firm and its consultants have designed several buildings in hot, arid climates similar to Ft. Bliss.

3. Building Design Associates, Inc., Atlanta, GA. This firm was ranked third for the following reasons:

a. Specialized Experience and Technical Competence. Building Design Associates has considerable experience in designing maintenance shops (five in the last five years), but not as much as the first and second ranked firms. Also, this firm has only done one shop design with their mechanical consultant whereas the first and second ranked firms have substantial experience with their important consultants.

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b. Professional Qualifications. The qualifications of the key personnel are very similar to the second ranked firm.

c. Past Performance. Building Design Associates has two performance evaluation in ACASS, both average.

d. Capacity. This firm has only three architects and does not have the depth in this discipline that the first and second ranked firms have. This project will require two architects. If the firm takes on much additional work it could impact their ability to perform this project on time.

e. Knowledge of Locality. The firm and its consultants have designed two buildings in hot, arid climates similar to Ft. Bliss.